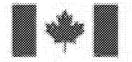
Tow, Juliana

From: PAC-CBSA, Resourcing
Sent: October 22, 2019 10:03 AM
Cc: Nair, Sharad; Tow, Juliana
Subject: 2018-IA-OPS-FB_05-192

Categories: EID



Canada Border Services Agency | Agence des services frontaliers du Canada

Note: This email was sent using Blind Carbon Copy

Selection Process Number:	2018-IA-OPS-FB_05-192
Position Title:	Hearings Officer
Classification:	FB-05
Department:	Canada Border Services Agency
Location:	Enforcement and Intelligence Division

Dear Candidate,

Thank you for your interest in the Hearings Officer stream for the above-mentioned selection process.

The selection board has elected to apply top down selection approach on the criteria noted below. Since you did not meet the higher pass mark, your application will not be put forward for further assessment at this time. However, if there is an insufficient number of qualified candidates, we may return to those who did not meet the top down selection and will be notified at a later time.

Top down selection approach applied as follows:

A mark of at least **80 in "Analytical Thinking"** and a mark of at least **70 in "Achieve Results"**.

Once the selection process is finalized, notifications of persons being considered for appointment and of the persons being appointed or proposed for appointment or in the case of acting appointments, notifications of acting appointments, will be posted on the Public Service Resourcing System. It is your responsibility to check for notifications to avail yourself of the right to informal discussion and/or recourse.

Should you require additional information, please do not hesitate to contact me at Sharad.Nair@cbsa-asfc.gc.ca.

Yours sincerely,
(sent via e-mail)
Sharad Nair
Manager, Inland Enforcement
Enforcement and Intelligence Division

Tow, Juliana

From: Nair, Sharad
Sent: October 18, 2019 01:56 PM
To: Wong, May; Tow, Juliana
Subject: RE: For your review and update draft notice: 2018-IA-OPS-FB_05-192

Sorry I should have mentioned.

Please ignore the previously attached list and just send the de-notifications to the names in the email body. Please feel free to call me on Monday to discuss.

Thanks,

Sharad Nair

Manager, Regional Programs, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 /(/ TTY: 866-335-3237

Gestionnaire des programmes régionaux, Direction générale du renseignement et de l'exécution de la loi
Division d'immigration et l'unité des révisions du délégué du ministre, Section de l'exécution de la loi dans les bureaux intérieurs
Agence des services frontaliers du Canada / Gouvernement du Canada
sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. / ATS: 866-335-3237

From: Nair, Sharad
Sent: October 18, 2019 1:04 PM
To: Wong, May <May.Wong@cbsa-asfc.gc.ca>; Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: FW: For your review and update draft notice: 2018-IA-OPS-FB_05-192
Importance: High

Hi Juliana/May,

I've gotten a handle of these lists, finally. There is 2 further candidates that we will need to invite for an interview. Additionally, I would like for us to send the de-notifications to the list I have notated below.

On Monday, could you please send out two invitations to the following candidates indicating that they are being invited for an interview, on the following dates:

The remaining pieces of information on the invite remain the same, but can you ask them to confirm by Wednesday October 23rd 2019 "confirm that you will be able to attend the interview at the above date and time by replying to me at, Sharad.Nair@cbsa-asfc.gc.ca **as soon as possible or by Monday, October 23rd , 2019"**

Additionally, can you please send de-notifications to the following list of employees. At the bottom of this chain of emails I have filled in the wording that we would prefer for the de-notifications.

I will be in the office on Monday morning to discuss.

Thanks and have a great weekend!

Sharad Nair

Manager, Regional Programs, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 / TTY: 866-335-3237

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Agence des services frontaliers du Canada / Gouvernement du Canada
sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. / ATS: 866-335-3237

From: Nair, Sharad
Sent: October 17, 2019 9:25 AM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: For your review and update draft notice: 2018-IA-OPS-FB_05-192
Importance: High

Hi Juliana,

I believe this is the list of candidates , who had expressed interest but were not selected due to the application of a top down screening.

I have attached the sheet I was going off of.

Thanks,

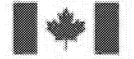
Sharad Nair

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From: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Sent: October 4, 2019 12:08 PM
To: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Cc: Wong, May <May.Wong@cbsa-asfc.gc.ca>
Subject: For your review and update draft notice: 2018-IA-OPS-FB_05-192
Importance: High

Hi Sharad, I have drafted the notice below for those who did not meet the top down selection for the FB05 National. Please review and also update it with the criteria and the top down score so candidates know how the top down scores were applied. I'm off next week so you can email May to let her know and you'll need to give us the list of candidates to send to as well. Thanks!



Canada Border Services Agency | Agence des services frontaliers du Canada

Note: This email was sent using Blind Carbon Copy

Selection Process Number:	2018-IA-OPS-FB_05-192
Position Title:	Hearings Officer
Classification:	FB-05
Department:	Canada Border Services Agency
Location:	Enforcement and Intelligence Division

Dear Candidate,

Thank you for your interest in the Hearings Officer stream for the above-mentioned selection process.

The selection board has elected to apply top down selection approach on the criteria noted below. Since you did not meet the higher pass mark, your application will not be put forward for further assessment at this time. However, if there is an insufficient number of qualified candidates, we may return to those who did not meet the top down selection and will be notified at a later time.

Top down selection approach applied as follows:

At mark of at least **80 in "Analytical Thinking"** and a mark of at least **70 in "Achieve Results"**.

Once the selection process is finalized, notifications of persons being considered for appointment and of the persons being appointed or proposed for appointment or in the case of acting appointments, notifications of acting appointments, will be posted on the Public Service Resourcing System. It is your responsibility to check for notifications to avail yourself of the right to informal discussion and/or recourse.

Should you require additional information, please do not hesitate to contact me at Sharad.Nair@cbsa-asfc.gc.ca.

Yours sincerely,
(sent via e-mail)
Sharad Nair
Manager, Inland Enforcement
Enforcement and Intelligence Division

Tow, Juliana

From: Tow, Juliana
Sent: November 6, 2019 04:09 PM
To: Nair, Sharad
Subject: RE: References - 2018-IA-OPS-FB_05-192
Attachments:

Hi Sharad,

National Collective did not do reference checks per se, what they did was that candidates completed the Candidate Assessment Record (CAR) by providing their own examples on **Collaborate with Partners and Stakeholders, and Uphold Integrity and Respect,** then provided names of validators to validate and rate how often they demonstrate the competency. I have attached the CAR for each of the candidate you have listed below along with their application. Just to confirm I got the correct candidate info,

If you are conducting reference checks, you cannot assess the same competencies that were already assessed in the original poster (because those criteria were assessed and found qualified by National Collective). You can either use competencies that are being assessed in the current interview to further validate the competency (similar to the regional process where you use Judgement in both the interview and reference check stage); or you can use completely new competencies to assess in reference (ie. Dependability).

Please feel free to contact me if you have any questions.

Thanks/JT

From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: November 6, 2019 12:25 PM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: References - 2018-IA-OPS-FB_05-192

Hi Juliana,

Tomorrow is our last interview for the above noted selection process, and I know we had discussed references briefly.

Firstly, I was hoping you could send me the Reference checks (if any) that were done for the following candidates, as well as the Resumes they provided:

Secondly, I was curious to know if we could contact a further reference check, and if so is there specific parameters on what competencies we can assess by way of this secondary Reference Check ?

Thank you,

Sharad Nair

Manager, Regional Programs, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 / TTY: 866-335-3237

Gestionnaire des programmes régionaux, Direction générale du renseignement et de l'exécution de la loi
Division d'immigration et l'unité des révisions du délégué du ministre, Section de l'exécution de la loi dans les bureaux intérieurs
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sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / / ATS: 866-335-3237

Tow, Juliana

From: Nair, Sharad
Sent: November 20, 2019 09:24 AM
To: Scott, Melissa (HR)
Cc: Tow, Juliana
Subject: FW: For your approval pls: 2018-IA-OPS-FB_05-192 - Final List
Attachments: FB05 - FT.docx; FB05 - Pending Reference.docx

Importance: High

Hi Melissa,

This is what Juliana sent me yesterday, and I am fine with both notices.

I have no amendments or changes to make.

Thank you for taking care of this for us,

Sharad Nair

Manager, Regional Programs, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 / TTY: 866-335-3237

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Agence des services frontaliers du Canada / Gouvernement du Canada
sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. / ATS: 866-335-3237

From: Tow, Juliana
Sent: November 19, 2019 4:40 PM
To: Nair, Sharad
Subject: For your approval pls: 2018-IA-OPS-FB_05-192 - Final List
Importance: High

Hi Sharad,

Can you please review the attached notices before we send them out to the candidates ? Please feel free to make changes as you see fit.

Thanks/JT

From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: November 19, 2019 10:58 AM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Cc: Cordina, Stephanie <Stephanie.Cordina@cbsa-asfc.gc.ca>; Lof, Janis <Janis.Lof@cbsa-asfc.gc.ca>
Subject: 2018-IA-OPS-FB_05-192 - Final List

Hi Juliana,

Further to our conversation, here is a breakdown of the successful, unsuccessful, and candidates who withdrew.

The Withdrawn Candidates have all been notified that they were not being considered further.

Can you please draft emails for the PASS-Pending Reference group, that asks them to provide the names and telephone numbers of 2 references, including their current supervisor by no later than November 26th, 2019. Can you also draft emails for the Fail group, advising that they were unsuccessful and that their application will not be considered further, and that each candidate can request informal feedback.

For the Informal Feedback, can you please advise them to email Resourcing, with a timeline of 10 days from now (November 29th, 2019).

Thank you,

Sharad Nair

Manager, Regional Programs, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 / TTY: 866-335-3237

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sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. ATS: 866-335-3237

Tow, Juliana

From: Tow, Juliana
Sent: December 11, 2019 12:06 PM
To: Nair, Sharad
Subject: RE: Reference Question

Hi Sharad,

You'll find below competencies in the FB05 National process and it appears you will need to take out the INTEGRITY question as they did assess it already.

ABILITIES:

C1: Ability to communicate effectively in writing

COMPETENCIES:

C2: Analytical Thinking
C3: Collaborate with Partners and Stakeholders
C4: Service Excellence
C5: Achieve Results
C6: Uphold Integrity and Respect

From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: December 11, 2019 11:57 AM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: Reference Question

Hey Juliana,

As per our conversation, can you confirm the following competencies have not been assessed previously in the National FB 05 Process (2018-IA-OPS-FB_05-192).

- Judgment (PS1)
- Integrity (PS2)
- Reliability (PS3)
- Effective Personal Skills (PS4)

Thank you,

Sharad Nair

Manager, Regional Programs, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 / / TTY: 866-335-3237

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sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. ATS: 866-335-3237

Tow, Juliana

From: Tow, Juliana
Sent: February 10, 2020 09:28 AM
To: Scott, Melissa (HR)
Subject: FW: HO Board - Master Report - 2018-IA-OPS-FB_05-192
Attachments: Master Report - HO Board -2018-IA-OPS-FB_05-192.xlsx

Fyi, for the collective FB05. Pls save on Apollo. And let Sharad know if there is anything he needs to add etc.

From: Nair, Sharad
Sent: February 8, 2020 1:58 PM
To: Tow, Juliana
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

My apologies, please use this copy. I had a minor error on the previous one I sent to you.

Thanks,

Sharad Nair

Manager, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 /(TTY: 866-335-3237

Gestionnaire, Direction générale du renseignement et de l'exécution de la loi
Division d'immigration et l'unité des révisions du délégué du ministre, Section de l'exécution de la loi dans les bureaux intérieurs
Agence des services frontaliers du Canada / Gouvernement du Canada
sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. / ATS: 866-335-3237

From: Nair, Sharad
Sent: February 8, 2020 1:52 PM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: HO Board - Master Report - 2018-IA-OPS-FB_05-192

Hi Juliana,

I was able to complete the Master Report and finalize the HO Board (2018-IA-OPS-FB_05-192).

I am not certain if Stephanie, Janis or I need to do attestations for this board, but I will get them to sign it off on Monday if need be.

I have packaged all of the notes and scoring sheets, and will forward it to your attention on Monday.

Please let me know if you need anything further on this process to finalize it, as we are looking to make assignments very soon.

Thanks,

Sharad Nair

Manager, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 / TTY: 866-335-3237

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sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. / ATS: 866-335-3237

Tow, Juliana

From: Scott, Melissa (HR)
Sent: February 10, 2020 04:17 PM
To: Nair, Sharad
Cc: Tow, Juliana
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192
Attachments: Candidate Referral Form - FB05.pdf; FB05 HO bsf425.pdf

Hi Sharad,

Please find attached, the Assessment Board Statement and Report (BSF425) for all board members to sign. I also attached the HQ referral form for the FB05 National Collective. This form will need to be completed once you determine who you are picking to act from the pool. Please complete sections A, B, C1, and D, and return it back to me. I will submit it to HQ Pool Management.

If you have any questions, do not hesitate to contact me.

Thank you,

Melissa Scott
A/Human Resources Advisor, West Portfolio
Talent Acquisition and Staffing Division, Human Resources Programs Directorate
Human Resources Branch, Canada Border Services Agency / Government of Canada
Melissa.Scott2@cbsa-asfc.gc.ca / Tel: 604-666-3091 / TTY: 866-335-3237

I/Conseillère en ressources humaines, Portefeuille de l'ouest
Division de l'acquisition de talents et de la dotation, Direction des programmes des ressources humaines
Direction générale des ressources humaines, Agence des services frontaliers du Canada / Gouvernement du Canada
Melissa.Scott2@cbsa-asfc.gc.ca / Tél. : 604-666-3091 / ATS : 866-335-3237

From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: February 10, 2020 2:03 PM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

Hi,

Sorry for the mistake.

This is the final copy of the Master report.

Thanks,

Sharad Nair

Manager, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 , / TTY: 866-335-3237

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From: Nair, Sharad
Sent: February 8, 2020 1:57 PM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

My apologies, please use this copy. I had a minor error on the previous one I sent to you.

Thanks,

Sharad Nair

Manager, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
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sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. / ATS: 866-335-3237

From: Nair, Sharad
Sent: February 8, 2020 1:52 PM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: HO Board - Master Report - 2018-IA-OPS-FB_05-192

Hi Juliana,

I was able to complete the Master Report and finalize the HO Board (2018-IA-OPS-FB_05-192).

I am not certain if Stephanie, Janis or I need to do attestations for this board, but I will get them to sign it off on Monday if need be.

I have packaged all of the notes and scoring sheets, and will forward it to your attention on Monday.

Please let me know if you need anything further on this process to finalize it, as we are looking to make assignments very soon.

Thanks,

Sharad Nair

Manager, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
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Tow, Juliana

From: Tow, Juliana
Sent: February 10, 2020 02:04 PM
To: Scott, Melissa (HR)
Subject: FW: HO Board - Master Report - 2018-IA-OPS-FB_05-192
Attachments: Master Report - HO Board -2018-IA-OPS-FB_05-192.xlsx

Hi Melissa,

This is the FINAL version, pls keep this one. The top 4 are Q, middle section are NQ or WD (those with no scores). Last section are "did not meet top down".

Can you email Sharad the Assessment Board Statement BSF425 as well as the HQ Referral Form for the FB05 National Collective? He will need to use it once he determines who to pick for acting from the pool.

Thanks!
JT

From: Nair, Sharad
Sent: February 10, 2020 2:03 PM
To: Tow, Juliana
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

Hi,

Sorry for the mistake.

This is the final copy of the Master report.

Thanks,

Sharad Nair

Manager, Intelligence and Enforcement Branch
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From: Nair, Sharad
Sent: February 8, 2020 1:57 PM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

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Thanks,

Sharad Nair

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From: Nair, Sharad
Sent: February 8, 2020 1:52 PM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: HO Board - Master Report - 2018-IA-OPS-FB_05-192

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Thanks,

Sharad Nair

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sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. ATS: 866-335-3237

Tow, Juliana

From: Nair, Sharad
Sent: February 13, 2020 12:02 PM
To: Scott, Melissa (HR)
Cc: Tow, Juliana
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

Thanks, could you please cross out Yvettes name on the document.

Thanks again,

Sharad Nair

Manager, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 / ' TTY: 866-335-3237

Gestionnaire, Direction générale du renseignement et de l'exécution de la loi
Division d'immigration et l'unité des révisions du délégué du ministre, Section de l'exécution de la loi dans les bureaux intérieurs
Agence des services frontaliers du Canada / Gouvernement du Canada
sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. / ATS: 866-335-3237

From: Scott, Melissa (HR)
Sent: February 13, 2020 11:56 AM
To: Nair, Sharad
Cc: Tow, Juliana
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

Thanks Sharad!

In this case, we only require the board members signatures for the further assessment that was done.

Thank you,

Melissa Scott
A/Human Resources Advisor, West Portfolio
Talent Acquisition and Staffing Division, Human Resources Programs Directorate
Human Resources Branch, Canada Border Services Agency / Government of Canada
Melissa.Scott2@cbsa-asfc.gc.ca / Tel: 604-666-3091 / TTY: 866-335-3237

I/Conseillère en ressources humaines, Portefeuille de l'ouest
Division de l'acquisition de talents et de la dotation, Direction des programmes des ressources humaines
Direction générale des ressources humaines, Agence des services frontaliers du Canada / Gouvernement du Canada
Melissa.Scott2@cbsa-asfc.gc.ca / Tél. : 604-666-3091 / ATS : 866-335-3237

From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: February 13, 2020 11:24 AM
To: Scott, Melissa (HR) <Melissa.Scott2@cbsa-asfc.gc.ca>
Cc: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

Hi Melissa/Juliana,

Please see attached.

I wasn't certain if Yvette was the sub delegated Manager for this process, or if it is with Ottawa ?

Thanks,

Sharad Nair

Manager, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
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sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. ' ATS: 866-335-3237

From: Scott, Melissa (HR) <Melissa.Scott2@cbsa-asfc.gc.ca>
Sent: February 10, 2020 4:17 PM
To: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Cc: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

Hi Sharad,

Please find attached, the Assessment Board Statement and Report (BSF425) for all board members to sign. I also attached the HQ referral form for the FB05 National Collective. This form will need to be completed once you determine who you are picking to act from the pool. Please complete sections A, B, C1, and D, and return it back to me. I will submit it to HQ Pool Management.

If you have any questions, do not hesitate to contact me.

Thank you,

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From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: February 10, 2020 2:03 PM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

Hi,

Sorry for the mistake.

This is the final copy of the Master report.

Thanks,

Sharad Nair

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Immigration Division and MDR Unit, Inland Enforcement Section
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From: Nair, Sharad
Sent: February 8, 2020 1:57 PM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192

My apologies, please use this copy. I had a minor error on the previous one I sent to you.

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Sharad Nair

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From: Nair, Sharad
Sent: February 8, 2020 1:52 PM
To: Tow, Juliana <Juliana.Tow@cbsa-asfc.gc.ca>
Subject: HO Board - Master Report - 2018-IA-OPS-FB_05-192

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Tow, Juliana

From: Nair, Sharad
Sent: February 13, 2020 11:24 AM
To: Scott, Melissa (HR)
Cc: Tow, Juliana
Subject: RE: HO Board - Master Report - 2018-IA-OPS-FB_05-192
Attachments: 20200213094946855.pdf

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Tow, Juliana

From: Nair, Sharad
Sent: May 5, 2020 03:31 PM
To: Scott, Melissa (HR)
Subject: RE: [redacted] - Hearings Officer (FB-05)
Attachments: FB-05 rating grid-grille d'évaluation.docx

Oh okay, I will swing by work this weekend and get them scanned up.

In the meantime, this is the Rating Grid we used, it is a blank copy.

Thanks,

Sharad Nair

Manager, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 / [redacted] / TTY: 866-335-3237

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sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. [redacted] / ATS: 866-335-3237

From: Scott, Melissa (HR)
Sent: May 5, 2020 3:24 PM
To: Nair, Sharad
Subject: RE: [redacted] - Hearings Officer (FB-05)

Hi Sharad,

No, this is not critical. You can get this to me whenever it is convenient for you. We are just wanting to make sure the assessments from the national collective and the H.O. specific assessments can all be found all in one place.

Thank you,

Melissa Scott
A/Human Resources Advisor, West Portfolio
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Melissa.Scott2@cbsa-asfc.gc.ca / Tél. : 604-666-3091 / ATS : 866-335-3237

From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: May 5, 2020 3:12 PM
To: Scott, Melissa (HR) <Melissa.Scott2@cbsa-asfc.gc.ca>
Subject: RE: [redacted] Hearings Officer (FB-05)

Hey,

No I don't have the Assessments in Electronic form, but if it is critical, I can get it to you tonight.

I have the electronic took used in assessing the candidates, with master list (that has their scores).

I will send that right now.

Thanks,

Sharad Nair

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sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. / ATS: 866-335-3237

From: Scott, Melissa (HR) <Melissa.Scott2@cbsa-asfc.gc.ca>
Sent: May 5, 2020 2:40 PM
To: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Subject: (- Hearings Officer (FB-05)

Hi Sharad,

It looks like we will be proceeding with their indeterminate appointments and they will be effective tomorrow.

I was wondering if I could just get a couple things from you in order to complete their staffing files. Do you happen to have the Hearings Officer assessments in electronic files or an electronic copy of the tool used in assessing the candidates?

Let me know if you have any questions.

Thank you,

Melissa Scott
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Melissa.Scott2@cbsa-asfc.gc.ca / Tél. : 604-666-3091 / ATS : 866-335-3237

From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: May 5, 2020 10:40 AM
To: Lucas, Dawn <Dawn.Lucas@cbsa-asfc.gc.ca>

Cc: Scott, Melissa (HR) <Melissa.Scott2@cbsa-asfc.gc.ca>
Subject: RE: Please confirm to proceed appts for: - Hearings Officer (FB-05)

Sounds good, thanks for all your assistance!

Sharad Nair
Manager of Immigration Division Hearings and MDR Unit
Enforcement and Intelligence Division
P: 604-666-9016 C: 604-366-5685

Sent from my Bell Samsung device over Canada's largest network.

-------- Original message --------
From: "Lucas, Dawn" <Dawn.Lucas@cbsa-asfc.gc.ca>
Date: 2020-05-05 10:39 AM (GMT-08:00)
To: "Nair, Sharad" <Sharad.Nair@cbsa-asfc.gc.ca>
Cc: "Scott, Melissa (HR)" <Melissa.Scott2@cbsa-asfc.gc.ca>
Subject: RE: Please confirm to proceed appts for: Hearings Officer (FB-05)

Thanks for the update Sharad. Melissa and I have spoken. Fingers crossed we'll get things done without any amendments.
Have a good day!
Dawn

From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: May 5, 2020 9:23 AM
To: Lucas, Dawn <Dawn.Lucas@cbsa-asfc.gc.ca>; Howe, Susan <Susan.Howe@cbsa-asfc.gc.ca>
Cc: Scott, Melissa (HR) <Melissa.Scott2@cbsa-asfc.gc.ca>
Subject: FW: Please confirm to proceed appts for: - Hearings Officer (FB-05)

Hi Dawn,

I just want to advise that since one person has indicated they wish to have feedback, and the NOA may be delayed.

I am not experienced in how long this will delay the process, but it may affect the appropriate dates for their acting. I understand we can change the dates of their acting after, so it may be worthwhile to wait till we get the all clear from Yvette's office to know what specific date the acting paperwork should have on it.

Melissa, can you please notify Dawn as soon as we hear back from Yvette, so we can ensure the dates line up, so as not have any breaks in service.

I apologize for all of the changes, but I guess these appointments didn't follow our normal timelines.

Thanks,

Sharad Nair

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Immigration Division and MDR Unit, Inland Enforcement Section

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Tow, Juliana

From: Scott, Melissa (HR)
Sent: December 7, 2020 04:31 PM
To: Nair, Sharad
Subject: RE: - Hearings Officer (FB-05)

Hi Sharad,

I just wanted to follow up if you ever got a chance to scan the Hearings Officer assessments from the national pool? There is still no rush on this. It would just be great to have on file for our digital records.

If you have any questions, do not hesitate to contact me.

Thank you,

Melissa Scott
A/Human Resources Advisor, West Portfolio
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Human Resources Branch, Canada Border Services Agency / Government of Canada
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Sent: May 5, 2020 3:24 PM

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Melissa.Scott2@cbsa-asfc.gc.ca / Tél. : 604-666-3091 / ATS : 866-335-3237

From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: May 5, 2020 10:40 AM
To: Lucas, Dawn <Dawn.Lucas@cbsa-asfc.gc.ca>
Cc: Scott, Melissa (HR) <Melissa.Scott2@cbsa-asfc.gc.ca>
Subject: RE: Please confirm to proceed appts for: Hearings Officer (FB-05)

Sounds good, thanks for all your assistance!

Sharad Nair
Manager of Immigration Division Hearings and MDR Unit
Enforcement and Intelligence Division
P: 604-666-9016 C:

Sent from my Bell Samsung device over Canada's largest network.

-------- Original message --------
From: "Lucas, Dawn" <Dawn.Lucas@cbsa-asfc.gc.ca>
Date: 2020-05-05 10:39 AM (GMT-08:00)
To: "Nair, Sharad" <Sharad.Nair@cbsa-asfc.gc.ca>
Cc: "Scott, Melissa (HR)" <Melissa.Scott2@cbsa-asfc.gc.ca>
Subject: RE: Please confirm to proceed appts for: - Hearings Officer (FB-05)

Thanks for the update Sharad. Melissa and I have spoken. Fingers crossed we'll get things done without any amendments.
Have a good day!
Dawn

From: Nair, Sharad <Sharad.Nair@cbsa-asfc.gc.ca>
Sent: May 5, 2020 9:23 AM

To: Lucas, Dawn <Dawn.Lucas@cbsa-asfc.gc.ca>; Howe, Susan <Susan.Howe@cbsa-asfc.gc.ca>
Cc: Scott, Melissa (HR) <Melissa.Scott2@cbsa-asfc.gc.ca>
Subject: FW: Please confirm to proceed appts for: - Hearings Officer (FB-05)

Hi Dawn,

I just want to advise that since one person has indicated they wish to have feedback, and the NOA may be delayed.

I am not experienced in how long this will delay the process, but it may affect the appropriate dates for their acting. I understand we can change the dates of their acting after, so it may be worthwhile to wait till we get the all clear from Yvette's office to know what specific date the acting paperwork should have on it.

Melissa, can you please notify Dawn as soon as we hear back from Yvette, so we can ensure the dates line up, so as not have any breaks in service.

I apologize for all of the changes, but I guess these appointments didn't follow our normal timelines.

Thanks,

Sharad Nair

Manager, Intelligence and Enforcement Branch
Immigration Division and MDR Unit, Inland Enforcement Section
Canada Border Services Agency / Government of Canada
sharad.nair@cbsa-asfc.gc.ca / Tel: 604-666-9016 / / TTY: 866-335-3237

Gestionnaire, Direction générale du renseignement et de l'exécution de la loi
Division d'immigration et l'unité des révisions du délégué du ministre, Section de l'exécution de la loi dans les bureaux intérieurs
Agence des services frontaliers du Canada / Gouvernement du Canada
sharad.nair@cbsa-asfc.gc.ca / Tél. : 604-666-9016 / Tél. / ATS: 866-335-3237

Canada Border Services Agency | Agence des services frontaliers du Canada

ASSESSMENT BOARD STATEMENT AND REPORT
DÉCLARATION ET RAPPORT DU JURY D'ÉVALUATION

- [x] Advertised process (e.g. Publiservice) / Processus annoncé (p. ex. Publiservice)
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- [ ] Non-advertised appointment "Other circumstances" / Nomination non-annoncée « Autres circonstances »
- [ ] Priority Appointment / Nomination d'un bénéficiaire de priorité
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- [ ] Special Assignment Pay Plan / Programme de rémunération d'affectation spéciale (PRAS)

	Selection Process No. (to be completed by HR) - Nº du processus de sélection (à être complete par les RH) 2018-IA-OPS-FB_05-192
Job Title - Titre du poste Hearings Officer	Group and Level - Groupe et niveau FB- 05
Name of candidate (if applicable) - Nom du candidat ou de la candidate (le cas échéant)	

SIGNED STATEMENT OF BOARD MEMBERS

I, the undersigned, promise that I will faithfully and honestly fulfill the duties which devolve upon me in connection with this board and that I will not reveal to any person or persons, except those authorized by the Canada Border Services Agency, the deliberations of the board or the nature of its report.

I declare that to the best of my knowledge, I am not related, about to be related, or formerly related, to any of the candidates by blood or marriage. I do not have a relationship or a connection with any of the candidates which would cast doubt on the objectivity of the selection board.

I further declare that if I am required, as a board member, to assess any person who presents him of herself orally or in writing in the official language other than my first official language, I consider myself able to understand and speak the applicable official language sufficiently to fulfill the role of board member.

DÉCLARATION SIGNÉE PAR LES MEMBRES DU JURY

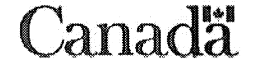
Je, soussigné(e), promets de remplir fidèlement et honnêtement la charge qui m'incombe relativement à ce jury et de ne révéler à qui que ce soit, sauf aux personnes autorisées par l'Agence des services frontaliers du Canada, les délibérations du jury ou la nature de son rapport.

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Name of Subdelegated Manager - Nom du gestionnaire subdélégué Yvette Monique Gray	Signature	[ ] Assessment Évaluation [ ] Selection Sélection
Title - Titre Director of the Enforcement and Intelligence Division	Group and Level - Groupe et niveau EX- 02	Date Y-A M D-J
Board Member - Membre du jury Janis Lof	Signature	[x] Assessment Évaluation [ ] Selection Sélection
Title - Titre Manager of Regional Programs	Group and Level - Groupe et niveau FB- 06	Date Y-A M D-J 2020 02 10
Board Member - Membre du jury Stephanie Cordina	Signature	[x] Assessment Évaluation [ ] Selection Sélection
Title - Titre Manager of Regional Programs	Group and Level - Groupe et niveau FB- 06	Date Y-A M D-J 2020 02 10

BSF425



Board Member - Membre du jury	Signature	Assessment/Évaluation / Selection/Sélection
Board Member - Membre du jury Sharad Nair	Signature [signature]	☑ Assessment Évaluation ☐ Selection Sélection
Title - Titre Manager of Regional Programs	Group and Level - Groupe et niveau FB- 06	Date Y-A M D-J 2020 02 10
Board Member - Membre du jury	Signature	☐ Assessment Évaluation ☐ Selection Sélection
Title - Titre	Group and Level - Groupe et niveau	Date Y-A M D-J
Board Member - Membre du jury	Signature	☐ Assessment Évaluation ☐ Selection Sélection
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FB-05 CANDIDATE REFERRAL FORM

Selection Process: 2018-IA-OPS-FB_05-192

Canada Border Services Agency | Agence des services frontaliers du Canada

A. GENERAL INFORMATION

HR Advisor's Name:

Hiring Manager's Name:

B. POSITION INFORMATION

Region / Branch:

Province:

Work Location (City):

Comments:

C. REFERRAL METHODS

C1. Candidates applied to specific positions. Hiring managers are asked to identify from which position stream they want referrals.

Stream*:

Candidates identified the locations they are mobile to. Hiring managers are asked to identify where the position(s) to be staffed is located.

Position Location*:

Hiring managers may request referred candidates based on geographic proximity to the substantive work location of the position to be staffed. Please identify the geographic area to be considered for the referral.

Geographic Proximity:

* = Required

C2. Hiring managers are asked to identify specific requirements based on the qualifications candidates were assessed on.

Essential Criteria Applied (The following is optional):

Candidates were assessed on essential qualifications (Education, Experience, Abilities, and Competencies) and have met the minimum requirements. The below options are not mandatory but allow hiring managers to set a higher rating standard for candidate selection.

Performance Management Agreement (PMA) Rating:

All successful candidates were required to achieve a "succeeded" rating. Please select from the drop down below if you would like to apply a higher rating.

Rating:

Situational Judgment Test for Professionals (SJT-PRO) cut off score:

All successful candidates required a score of 60% for each competency. Please select from the drop down below if you would like to apply a higher rating.

Analytical Thinking:

Achieve Results:

Service Excellence:

Multiple-Choice Assessment for Supervisors (MCA-SUP) cut off score:

All successful candidates required a score of 60% for each competency. Please select from the drop down below if you would like to apply a higher rating.

Create Vision and Strategy:

Mobilize People:

C3. Candidates were assessed on all asset qualifications. The below are not mandatory, however hiring managers may request that referred candidates meet one or more of the asset qualifications.

Additional Education & Experience Criteria Applied (asset qualifications):

For additional information regarding the qualifications, please review the poster.

Qualification 1:

Qualification 2:

Qualification 3:

Qualification 4:

Qualification 5:

Qualification 6:

Qualification 7:

Qualification 8:

D. CANDIDATE NAME REFERRAL

Hiring managers may request the referral of specific candidate(s), please indicate below the first and last name of the candidate(s) and applicant number(s) (if known).

E. Referral Form Submission

Please submit the completed form by email to:

CBSA.Pool_Management-Gestion_de_bassins.ASFC@cbsa-asfc.gc.ca



Selection Process Number:	2018-IA-OPS-FB_05-192
Position Title:	Hearings Officer
Classification:	FB-05
Department:	Canada Border Services Agency
Location:	Enforcement and Intelligence Division

Dear candidate:

This is further to the above-mentioned selection process.

I am pleased to inform you that the assessment board has found you successful in the assessment for this specific position, Hearings Officer, and has placed you in a pool of candidates for this position that will be valid until May 1, 2020.

Once the selection process is finalized, notifications of persons being considered for appointment and of the persons being appointed or proposed for appointment or in the case of acting appointments, notifications of acting appointments, will be posted on GC Jobs. It is your responsibility to check for notifications to avail yourself of the right to informal discussion and/or recourse.

Thank you for your interest and participation in this selection process. Should you require additional information, please do not hesitate to contact me at Sharad.Nair@cbsa-asfc.gc.ca.

Yours sincerely,

(sent via e-mail)

Sharad Nair
Manager, Inland Enforcement
Enforcement and Intelligence Division

Canada Border Services Agency | Agence des services frontaliers du Canada

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Job Title - Titre du poste **Hearings Officer**	Group and Level - Groupe et niveau **FB- 05**
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